

CAREER OPPORTUNITY



DEPARTMENT OF SOCIAL SERVICES

SENIOR TYPIST

HEAP

(HOME ENERGY ASSISTANCE PROGRAM)

TEMPORARY THREE MONTH POSITION

SALARY: \$35,833

The work involves responsibility for performing moderately difficult clerical and typing duties requiring a general understanding of specific law, office rules, procedures and policies.

QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Secretarial Science, Office Management, Business Administration, or related field and two (2) years clerical experience which must have involved the use of micro-soft office products such as but not limited to: Word, Excel, Power Point and Access OR
- B. Graduation from High School or possession of a high school equivalency diploma and four (4) years clerical experience which must have involved the use of micro-soft office products such as but not limited to: Word, Excel, Power Point and Access.

SUBMIT RESUME/APPLICATION TO:

Margaret McNamara, Director of Personnel
Saratoga County Personnel Department
40 McMaster Street
Ballston Spa, New York 12020

Applications accepted until September 16, 2016.

"An Equal Opportunity Employer with an Affirmative Action Program"